

1 **Great Falls School District**

2
3 **STUDENTS**

6 Uniform Complaint Procedure
7

8 All individuals may use this complaint procedure if they believe that the Board, its employees or agents
9 have violated their rights under Montana constitutional, statutory, or administrative law; United States
10 constitutional, statutory, or regulatory law; or Board policy.

11
12 See section below pertaining to complaints related to sexual harassment or a violation of Title IX of the
13 Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of
14 1990, or Section 504 of the Rehabilitation Act of 1973.

15
16 The District will endeavor to respond to and resolve complaints at the lowest level, and if a complaint is
17 formally filed, to address the complaint promptly and equitably. Each complaint shall be considered on
18 its own merits. Use of this complaint procedure is not a prerequisite to the pursuit of other remedies, and
19 use of this complaint procedure does not extend any filing deadline related to the pursuit of other remedies.
20

21 **Level 1: Informal Problem Solving (Recommended)**
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23 An individual with a complaint is encouraged to first discuss it with the teacher, counselor, coach,
24 associate principal or principal with the objective of resolving the matter promptly and informally. An
25 exception is that complaints of sexual harassment should be discussed with the first line administrator who
26 is not involved in the alleged harassment. See section related to Sexual Harassment below.
27

28 **Level 2: Informal Principal /Assistant Superintendent Problem Solving**
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30 If the complaint is not resolved at Level 1, the individual should consult with the principal of the school.
31 The principal shall investigate and attempt to resolve the complaint.
32

33 If the principal is not able to remedy the situation satisfactorily, the individual should contact the
34 appropriate assistant superintendent: Elementary Assistant Superintendent for K-6 issues, or Secondary
35 Assistant Superintendent for 7-12 issues. The Assistant Superintendent may meet with the parties
36 involved and seek support from other staff and administration as appropriate in working to solve concern.
37

38 **Level 3: Formal Written Complaint**

39 If the complaint is not remedied successfully at Level 2, the individual may file a formal written complaint
40 stating: 1) the nature of the complaint; 2) a description of the event or incident giving rise to the complaint,
41 including any school personnel involved; and 3) the remedy or resolution requested. The complaint must
42 be signed, and filed with the appropriate assistant superintendent within thirty (30) calendar days of the
43 event or incident, or within thirty (30) calendar days from the date the complainant could reasonably
44 become aware of the matter.

1 The assistant superintendent shall further study and attempt to resolve the complaint.
2

3 If either party is not satisfied with the Level 2 3 decision, the complaint may be advanced to Level 4 by
4 requesting in writing that the Superintendent review the decision. This request must be submitted in
5 writing to the Superintendent within fifteen (15) calendar days of the assistant superintendent's decision.
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7 **Level 4: Superintendent Review and Decision** 8

9 If either the complainant or a person against whom a complaint is filed appeals the administrator's decision
10 provided for in Level 3, the Superintendent will review the complaint and the administrator's decision.
11 The Superintendent will respond in writing to the appeal, within thirty (30) calendar days of the
12 Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: 1)
13 meet with the parties involved in the complaint; 2) conduct a separate or supplementary investigation; 3)
14 engage an outside investigator or other District employees to assist with the appeal; and/or 4) take other
15 steps appropriate or helpful in resolving the complaint.
16

17 If either the complainant or the person against whom the complaint is filed is dissatisfied with the
18 Superintendent's decision, either may request that the Board consider an appeal of the Superintendent's
19 decision. See Level 5 below. This request must be submitted in writing to the Superintendent, within
20 fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to
21 the Board.
22

23 **Level 5: The Board** 24

25 Upon receipt of a written appeal of the decision of the Superintendent, the matter shall be placed on the
26 agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision
27 shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision
28 of the Board will be final, unless appealed as provided by law.
29

30 **Level 6: County Superintendent** 31

32 If a matter falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board
33 may be appealed to the County Superintendent by filing a written appeal within thirty (30) calendar days
34 after the final decision of the Board, pursuant to Montana state law.
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36 **Complaint of Sexual Harassment, or Violations of Title IX, Title II or Section 504:**

37 If a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972
38 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the
39 Rehabilitation Act of 1973, the building administrator or assistant superintendent may turn the complaint
40 over to a District nondiscrimination coordinator. The coordinator will complete an investigation and file
41 a report and recommendation with the Superintendent. A coordinator may request of the Superintendent
42 that an independent investigator be hired to conduct the investigation. Within fifteen (15) calendar days
43 of the Superintendent's receipt of the coordinator's or independent investigator's report and
44 recommendation, the Superintendent will respond to the complaint and take such administrative steps as
45 the Superintendent deems appropriate and necessary. If either the complainant or the person against whom
46 the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that
47 the Board consider an appeal of the Superintendent's decision. This request must be submitted in writing
48 to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the
49 complaint, for transmission to the Board.

- 1 Cross Reference: 1770 Board of Trustees – Uniform Complaint Procedure
2 4310 Community Relations – Public Complaints
3 5215 Personnel – Uniform Complaint Procedure
4 3225 Students - Sexual Harassment Policy
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6 Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)
7 Title II of the Americans with Disabilities Act of 1990
8 Section 504 of the Rehabilitation Act of 1973
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10 Procedure History:
11 Adopted on: July 1, 2000
12 Revised on: February 11, 2013
13 Revised on: June 26, 2017